Avon Dassett Parish Council Minutes of Ordinary Meeting

Monday 2nd July 2018 at The Reading Room

The meeting commenced at 7.35pm

1) PRESENT: Trevor Gill, Darrell Muffitt, Liz Hirst, Martyn Heard, Councillor John Feilding, Clerk (Helen Hide-Wright).

   APOLOGIES: Mike Blakeman (prior commitment), Chris Williams (ill-health). Apologies were accepted by the meeting.

2) DECLARATION OF INTERESTS: None

3) CONFIRM MINUTES OF LAST MEETING: Proposed: Trevor Gill, seconded: Liz Hirst.

4) QUESTIONS FROM THE PUBLIC: None

5) MATTERS ARISING: Trevor Gill confirmed that the weeds around the war memorial had been dealt with. The Clerk has reported the blocked drains. The Clerk has made contact with Burton Dassett PC regarding the Silent Soldier initiative.

   Community

   a) Burial Ground: Nothing to report.

   b) Community Policing/Neighbourhood Watch: Four of the large flower tubs and one of the small tubs have been stolen from the village. The matter was reported to the Police. Crime reference 23/24458/18.

   c) Playground – (weekly inspection reports): Update on new equipment: Liz Hirst confirmed that a second quotation is on its way for new play equipment. It was agreed that the totem pole is unsafe and should be taken down. The PC will investigate the possibility of replacing or replicating the totem pole.

      New bench £500: Trevor Gill spoke about purchasing a new bench. Liz Hirst suggested the idea of a table. Trevor Gill agreed to investigate the purchase of a bench and table for approximately £500. Quotes will be sought. ACTION: Trevor Gill to obtain quotations.

   d) Superfast Broadband: Trevor Gill gave an update on the alternative service for the village which is being investigated. Trevor will contact the prospective provider and arrange a meeting with interested parties. It is possible that this project will be progressed by the Avon Dassett Community Benefit Society to avoid a conflict of interests as the main project is being monitored by the Parish Council.

   e) Post Office: Nothing to report.

   f) Village Communications and website: Darrell Muffitt confirmed that a questionnaire is being developed to investigate communications in the village.

   g) War memorial: Trevor Gill confirmed that the area has had weed killer applied and been tidied up.

   h) Community website: Nothing to report.

   i) Reading Room – refurbishment and noticeboard £200. The Clerk confirmed that a quote has been received for work on guttering, downpipes, soffit boards to gable end for £725. Further quotes are being sought for the rest of the work. All of the quotes will be considered at the next Parish Council meeting which has been confirmed for the 6th August.

Mike Blakeman secured a second hand noticeboard and this will be installed shortly.

The side and front of the Reading Room is to be cleared, ready for the refurbishment works to commence.

j) 100th anniversary of end of WW1: Farnborough Parish Council is planning a dance at the Farnborough Village Hall, on 9 November 2018. Trevor will liaise with the organising committee to ensure that residents of Avon Dassett are invited if they wish to attend.

k) Joint Strategic Needs Assessment (2 year review): WALC had sent out an email about this matter. Details will be circulated to the Parish Council for their feedback.

l) Soapbox Derby: Darrell Muffitt outlined that the event went well. Much work had gone into the event and it had been well attended. There were some challenges with car-parking due to the numbers. The Benefit Society provided some financial help to the event. There was a need for more volunteers on the day. The Parish Council had asked for the road to be swept before the event, which had been done. Darrell commented that it would be good to have this done after the event, to remove the debris from the haybales which was undertaken by Parish Councillors. The paint is still on the road, marking the finish line. It is proving difficult to remove this and it seems likely that it will be in place for some time. An alternative material would be preferable for future events. A vote of thanks was expressed by the Parish Councillors to the organisers of the Soap Box Derby for a successful event.

Roads: Traffic, Roads and Drains (Church Hill)

m) Drains: Trevor Gill confirmed that the Clerk had reported the blocked drains and they are on the Council's rota to be cleaned out.

Environment/Maintenance

Communication/Administration

6) COUNCIL REPORTS: John Feilding, District Councillor. Superfast Broadband project is ongoing. John apologised for being unable to attend the Soapbox Derby due to another commitment. Trevor Gill highlighted the excellent work by Angela Lloyd who had organised the cleaning of the highway and cutting of the churchyard grass, prior to the Soapbox Derby and Open Gardens.

7) CORRESPONDENCE – Joint Strategic Needs Assessment. Emails were circulated in advance of the meeting. Paper copies were distributed at the meeting.

8) PLANNING (Declarations of interests):

Planning Applications: 18/00984/FUL: Lorien, Lower End. Amendments: 15th May, 30th May, 1st June, 26th June.

Planning Decision 18/01008/TREE 11 Avon Carrow: Consent with conditions for arboreal work to plum tree.

9) FINANCIAL STATEMENT.

Payments:	*2.7.18*	*Thomas Fox (Inv 24487)*	*£373.00*
	2.7.18	*Hide-Wright (June expenses)*	*£ 20.10*
		Total Payments	**£393.10**

Proposed: Darrell Muffitt, Seconded: Liz Hirst.

Emergency Payment transaction, June 2018: Noticeboard at £200.00.

Emergency Payment authorisation: New lock and keys cut for Reading Room: The existing lock broke and required immediate replacement, along with copies of the key. The lock and keys were purchased by Trevor Gill at a cost of £62.22. The invoices were given to the Clerk for reimbursement. Proposed: Darrell Muffitt, Seconded: Liz Hirst.

Trevor Gill explained that he has been reviewing the Sage software package for the PC for a one-off fee. Trevor Gill will speak to the Clerk about the possibility of using the software.

10) Grant applications: The Clerk and Chairman have investigated a suitable, standardised approach to grants. WALC provided a pro forma which is currently under development for ADPC. The draft will be circulated for comments by Councillors prior to adoption at the meeting in August.

11) MEMBER REPORTS:

Open Gardens: Visitor number had dropped this year but entrance fees were increased so the takings were similar to last year. The Parish Council would like to thank Open Gardens for the donation of £158 for the flower tubs.

12) DATE OF MEETINGS in 2018: 6th Aug, 3rd Sept, 1st Oct, 5th Nov, 3rd Dec 2018.

Appendix A: FINANCIAL STATEMENT July 2018, Avon Dassett Parish Council:

Balance at close of business 29th June 2018

Current Account	£	11,736.33
Savings Account	£	12,835.89* Ring fenced funds and interest received.

Bank Transactions

Current Account		**Chq/SO/DD/TRF/FPI**	**In**	**Out**
11 May 18	Npower	DD		198.42
21 May 18	Hide-Wright (May)	SO		316.16
21 May 18	N Power	DD		31.00
24 May 18	Warks Pension Fund	SO		97.36
25 May 18	N Power	DD		5.45
25 May 18	Thomas Fox 24240	FPO		522.00
25 May 18	WJ Robinson	FPO		90.00
25 May 18	Hide-Wright	TFR		12.90
25 May 18	D & D Holt	FPO		200.00
20 June 18	Hide-Wright (June)	SO		311.52
20 June 18	N Power	DD		31.00
25 June 18	Warks Pension Fund	SO		95.56

Deposit Account	**In**	**Out**
9 May 18	0.53	
11 June 18	0.58	

Emergency Payment

25 May 18	D & D Holt (Noticeboard)	£200.00

Payments Authorised From The Meeting

2.7.18 Hide-Wright Expenses	£ 20.10
2.7.18 Thomas Fox Inv 24487	£373.20
Total Payments	**£393.30**

New Balances for Ring Fenced Funds:

Description	**Amount**
Neighbourhood Watch	£ 185.00
St John's Steps Appeal Funds	£ 86.19
I.T. Equip & Software	£ 549.70
Play area lease	£ 200.00
Reading Room Maintenance	£ 8,810.00
Playground	£ 250.00
Parish Plan	£ 2,000.00
Village Cemetery	£ 275.00
Village Maintenance	£ 230.00
Defibrillator	£ 250.00
Total	**£12,835.89**

AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR
25 June 2018

	Actual			Budget
Receipts				
Precept	£7,680.00			£15,610.00
Bank Interest	£1.66			£0.00
Burial Ground	£0.00			£0.00
Miscellaneous - Funds From Village Functions	£0.00			£0.00
Hire of Reading Room, car park etc	£25.00			£0.00
Mowing Refund From Stratford District Council	£0.00			£0.00
Election Fees Re The Use Of The Reading Room	£0.00			£0.00
VAT Reimbursement	£0.00			£0.00
TOTAL RECEIPTS	**£7,706.66**	**£0.00**	**£0.00**	**£15,610.00**

Payments (Annual expenses)	Actual	Ring Fenced Funds	Net Expenditure	Budget
The Reading Room				
Reading Room: Cleaning	£0.00		£0.00	£0.00
Reading Room: Electricity Supply	(£93.00)		(£93.00)	£350.00
Reading Room: Maintenance	£0.00	£0.00	£0.00	£1,300.00
Reading Room: Rates	£0.00		£0.00	£0.00
Total Reading Room	**(£93.00)**	**£0.00**	**(£93.00)**	**£1,650.00**
Administration				
Staff costs:				
Clerk's Pay	(£934.34)		(£934.34)	£4,250.00
ADPC Pension Contribution	(£232.14)		(£232.14)	£1,000.00
Employee Pension Contribution	(£54.56)		(£54.56)	£0.00
Administration Expenses	(£25.80)		(£25.80)	£600.00
ADPC Training	£0.00		£0.00	£300.00
Audit Fees	(£90.00)		(£90.00)	£300.00
Data Protection	£0.00		£0.00	£50.00
Election Fees	£0.00		£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00
WALC subscriptions	(£104.00)		(£104.00)	£110.00
Insurance	(£483.75)		(£483.75)	£650.00
Total Administration	**(£1,924.59)**	**£0.00**	**(£1,924.59)**	**£7,260.00**
Village Maintenance				
Street Light Maintenance	(£136.80)		(£136.80)	£0.00
Street Light Electricity Supply	(£203.87)		(£203.87)	£750.00
Village Maintenance & Mowing	(£784.80)	£0.00	(£784.80)	£3,000.00
Tubs Etc	£0.00		£0.00	£250.00
Total Village Maintenance	**(£1,125.47)**	**£0.00**	**(£1,125.47)**	**£4,000.00**
Playground				
Playground Lease & Inspections	£0.00		£0.00	£100.00
Playground Equipment and Repairs	£0.00		£0.00	£500.00
Playground General Maintenance	£0.00		£0.00	£250.00
Total Playground	**£0.00**	**£0.00**	**£0.00**	**£850.00**
Communications & IT Expenditure				
Avon Dassett Parish Council Website	(£224.14)		(£224.14)	£400.00
Communications & Surveys	£0.00		£0.00	£0.00
IT Software, Hardware & Consumables	£0.00	£0.00	£0.00	£300.00
Total Communications & IT Expenditure	**(£224.14)**	**£0.00**	**(£224.14)**	**£700.00**
Miscellaneous				
Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00
Other - Section 137	(£200.00)		(£200.00)	£0.00
Community Projects	£0.00		£0.00	£1,000.00
Total Miscellaneous	**(£200.00)**	**£0.00**	**(£200.00)**	**£1,150.00**
TOTAL PAYMENTS	**(£3,567.20)**	**£0.00**	**(£3,567.20)**	**£15,610.00**

Ring Fenced Funds

	01 April 2018	Deposits	Withdrawls	25 June 2018
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£548.04	£1.66	£0.00	£549.70
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£275.00	£0.00	£0.00	£275.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
Deposit Account Balances As At:	**£12,834.23**	**£1.66**	**£0.00**	**£12,835.89**

Closing Period Bank Balances As At:	**25 June 2018**
Current Account	£11,736.33
Deposit Account	£12,835.89
Total Bank Balances	£24,572.22